



## **CERTIFIED MEDICAL ASSISTANTS**

### **CMA**

**POSITION:** H. Claude Hudson Comprehensive Health Center has positions available for Certified Medical Assistants (CMA) in our Patient Centered Medical Homes. We are seeking highly motivated candidates who are interested in working in our Adult and General Relief Clinic.

#### **RESPONSIBILITIES INCLUDE BUT ARE NOT LIMED TO:**

- Assists with patient care and coordination as a member of the Patient Center Medical Home (PCMH) team; including working in designated patient resource centers and documenting data in the I2I Registry and other databases.
- Greets patient at reception desk or counter, answers phones, schedules appointments, completes appropriate forms or records, files and retrieves documents, and assists patient in ambulation and transfers.
- Performs non-invasive screening tests, including, but not limited to, electrocardiograms.
- Performs simple Point of Care Testing (POCT) that are typically performed in a medical office.
- Coordinates and maintains inventory control for medical and laboratory supplies and materials to ensure efficient flow of operations. Stocks and order supplies as necessary.

#### **DESIRABLE QUALIFICATIONS:**

- Ability to work well in a team based setting
- Effective interpersonal and organizational skills

**Interested candidates must be currently on a CMA item or reachable on the DHS CMA Exam Certification List.** Please submit a letter of interest, resume, copy of their last two performance evaluations, and a copy of their time records for the past 24 months to:

H. Claude Hudson Comprehensive Health Center  
Medical Administration

Debra Ruffin  
Telephone: (213) 744-3750  
Fax: (213) 746-4296

Resumes will be reviewed and highest qualified candidates will be contacted for interviews  
Resumes will be accepted until the needs of the department are met.